



Albany County Fair
EVENT RENTALS

Rental Checklist

THE FOLLOWING ITEMS MUST BE DONE PRIOR TO RENTAL. THIS IS JUST A REMINDER LIST AND MAY NOT INCLUDE ALL ADDED ITEMS.

✓ **CONTRACT**

CALL THE FAIRGROUNDS TO SELECT A DATE AND LOCATION FOR YOUR EVENT.

✓ **DEPOSIT**

THE DEPOSIT IS DUE FOR ALL ITEMS WHEN BOOKING THE DATE. THIS INCLUDES EQUIPMENT AND EMPLOYEE TIME. RESERVATIONS ARE NOT FINAL UNTIL DEPOSIT IS MADE IN FULL.

✓ **EXTRAS**

EXTRAS INCLUDE THE STAGE, PROJECTOR, PA SYSTEM, BLEACHERS, LABOR, AND EQUIPMENT.

**ROUND TABLES ARE NO EXTRA COST, BUT ARE NOT STORED IN THE MAIN EVENT FACILITY. THEY MUST BE RESERVED.

✓ **EVENT INSURANCE**

ALL EVENTS MUST OBTAIN EVENT INSURANCE FOLLOWING THE PARAMETERS SET FORTH IN THE EXECUTED CONTRACT. THIS SHOULD BE EMAILED TO MANAGER@ALBANYCOUNTYFAIR.ORG PRIOR TO YOUR EVENT. DOOR CODE WILL NOT BE RELEASED WITHOUT INSURANCE AND RENT PAYMENT.

✓ **INSTRUCTIONS FOR FAIRGROUNDS ON EXTRAS**

IF YOU ADDED ANY EXTRAS TO YOUR RENTAL, PLEASE PROVIDE INSTRUCTIONS ON STAGE PLACEMENT, ETC. THIS ALLOWS THE STAFF TO ENSURE THAT OUR EQUIPMENT IS SET UP PROPERLY. PLEASE PROVIDE INSTRUCTIONS AT LEAST 48 HOURS BEFORE YOUR SCHEDULED EVENT.

✓ **PAYMENT OF RENT**

PAYMENT OF RENT, IN FULL, IS DUE BY THE LAST BUSINESS DAY PRIOR TO THE START OF YOUR RENTAL. RENT CAN BE PAID BY CREDIT CARD, DEBIT CARD, CHECK, OR CASH. ONLINE INVOICES CAN BE SENT VIA SQUARE OR QUICKBOOKS. DOOR CODE WILL NOT BE RELEASED WITHOUT INSURANCE AND RENT PAYMENT.

FAIRGROUNDS MANAGEMENT RESERVES THE RIGHT TO RESTRICT OR REFUSE SERVICE. SOME ITEMS MAY NOT BE AVAILABLE DUE TO OTHER EVENTS OR EMPLOYEE AVAILABILITY. THE FAIRGROUNDS IS A MULTISE FACILITY. THERE MAY BE MULTIPLE EVENTS ONGOING UNLESS OTHERWISE RENTED.